



Briefing on the observance of Ramadan 2018

Our students and staff from the Muslim faith will be observing the month of Ramadan (a period of fasting) this year over the period **16 May – 14 June 2018**. The exact dates (which could vary one day either side) depend on the moon sightings based on the lunar calendar.

This briefing, written in response to requests from colleagues asking for guidance on how to support staff and students observing Ramadan, aims to raise staff awareness of this important event for our students, staff and visitors and its impact on workplace and student education activities. It provides practical information on the significance of this period, what it involves, arrangements in place on our campus, contact details of relevant staff and further sources of information, advice and guidance.

The Equality Policy Unit has also developed a range of other guides on the major faith communities in the UK, as well as a religious festival & events calendar. They are available at www.equality.leeds.ac.uk/for-staff/resources-and-toolkits and www.equality.leeds.ac.uk/festival-events-calendar

Ramadan – key points

1. The dates of Ramadan this year are 16 May – 14 June 2018.
2. Muslims abstain from taking any food or drinks from dawn to sunset on each individual day over this month. The times of the fast for each day are approximately 3am (when the fast commences) to 9.00pm (when the fast ends/is opened). More specific information on the daily timings for Leeds can be found at www.salahtimes.com/uk/leeds/ramadan

In practice this means that Muslims fast over this period for approximately 18 hours a day.

3. During this time, Muslims try to follow a normal work/study routine as far as possible, but generally have responsibilities for devotion to extra prayers and readings to their otherwise daily religious commitments.
4. Students and staff will take personal responsibility for managing their commitment to Ramadan.

Purpose and significance

- To attain nearness and closeness to their God through devotion and commitment to fasting and prayers.

- To experience and appreciate those who are less fortunate than themselves.
- To give particular emphasis to charity and generosity - this is especially encouraged during this month.
- Ramadan is also a time for significant community and family spirit and providing support. Many individuals and families will pray and eat together and support each other in many ways throughout. At the end of Ramadan, all Muslims observe the festival of Eid ul Fitr (approx. 15/16 June) with their families and communities.

What provision is the University making?

The University has many Muslim students and staff. We are very keen to provide a safe and inclusive environment and facilities and arrangements to ensure that they are able to observe Ramadan alongside their studying, working and living on campus. The arrangements we have in place this year are:

1. There are two main Islamic prayer areas currently available: the Green Room, located beside the Edge Sports Centre and Cemetery Lodge, which is adjacent to the Faculty of Engineering buildings. The rooms are open 24 hours a day over Ramadan. Access to the Green Room and Cemetery Lodge is controlled by key codes and these can be obtained from equality@leeds.ac.uk
2. The University's Chaplaincy Team offers support to staff and students. Further information about the University's chaplaincy service is available at <http://unichaplaincy.org.uk/accessing-support-university-leeds/>
3. The University's Muslim Student Adviser, Farhat Yaqoob, is offering talks, information, advice, guidance and support. She can be contacted on (0113) 343 5071 or f.yaqoob@leeds.ac.uk
4. Facilities and services are available nearby at the Grand Mosque in Leeds. More information can be found at www.leedsgrandmosque.com/
5. Advice, support and guidance is also available to managers, staff and students from the Equality Policy Unit on (0113) 343 6973 or at equality@leeds.ac.uk

Guidance for managers for supporting staff

Staff will manage their own observance of Ramadan. Practices may vary between individuals due to health, travel and other personal circumstances. Individual members of staff may request leave over this period, for example, to work half-days and/or shorter working weeks to enable them to observe Ramadan. Others may request more flexible working arrangements. Leave requests are also likely to be

made to enable staff to celebrate Eid with their families at the end of Ramadan. These requests should be managed in line with all existing University HR policies.

Managers are advised to demonstrate empathy, sensitivity and understanding to balance supporting our staff to manage their Ramadan commitments alongside ensuring we meet all our business needs. Managers may otherwise wish to consider meeting times over this period which enables the contribution of most staff.

Further information, advice or support

Students, staff and visitors are welcome to contact any of the following student/staff members for any further information or enquiries:

Farhat Yaqoob Muslim Student Adviser	f.yaqoob@leeds.ac.uk 0113 343 5071
Leeds University Student Islamic Society	www.leedsuniversityunion.org.uk/groups/isoc/
Universities' Chaplaincy in Leeds	chaplaincy@leeds.ac.uk 0113-343-5071
Sabiha Patel Head of Equality and Inclusion	epusp@leeds.ac.uk 0113-343-3964 or at: equality@leeds.ac.uk
Faculty/Service HR Managers	Local contacts

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4 May 2018

